

State of Connecticut JOB POSTING

**DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
SOUTHWEST CONNECTICUT MENTAL HEALTH SYSTEM
JOB OPPORTUNITY
Mental Health Assistant 2 – Hospital Services Division – Staffing Office - REPOST**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Public
Location: Greater Bridgeport Community Mental Health System, 1635 Central Avenue, Bridgeport, CT 06610

POSITION	SHIFT	WORK SCHEDULE/HOURS
SW27829	1 st	8:00 a.m. – 3:30 p.m. , Monday – Friday, 35 hours per week

Salary: (HN 18) \$45,578 - \$60,929 (Annually)
Posting Date: April 1, 2015 **Closing Date:** April 7, 2015

ELIGIBILITY REQUIREMENTS:

- Candidates must have **applied for and passed the Mental Health Assistant 2 exam and be on the current certification list** promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**
- State employees currently holding the above title may apply for lateral transfer.

SPECIAL REQUIREMENTS: Incumbents in this class must possess and retain a valid driver's license and may be required to travel.

Duties may include but not limited to: Maintaining day to day function of the HSD staffing office, make staff schedules, post overtime, translate OT postings to the circle sheets, and ensure appropriate staffing under the supervision of the supervising nurse. Schedule staff based on acuity of the inpatient units with the direction of the supervising nurse, makes calls daily to fill vacant shifts, maintains OT call log and mandatory lists. Maintain the accuracy of the circle sheets daily, update circle sheets as needed based on the sick, vacations, PLs time and OT needs for the division. Keep all the schedules in the scheduling software and the circle sheets updated by reflecting the approved time off. Send copies of the approved leave requests to all staff within the 72hours based on the union contract. Answer phone calls, maintain filing and provide the direct care on the inpatient unit when necessary. Collect and report scheduling data to HSD director weekly and performs related duties as required.

Note: Applicants will be selected in accordance with reemployment, SEBAC, transfer, promotion, collective bargaining unit contract language, merit employment lists and DMHAS affirmative action goals. Therefore, State employees will generally be considered before applicants from outside State service.

Application Instructions: Due to the large number of lateral transfer forms and applications received, it is extremely important to note the **Position Number (found on the posting)** on the DMHAS Lateral Transfer Request Form (**upper right-hand corner**) and at the bottom of Page One of the State of Connecticut Application for Examination or Employment (CT-HR-12).

To be considered for this position:

- DMHAS employees who are lateral transfer candidates** (example MHA2 applying to an MHA2 posting) must submit a completed DMHAS Lateral Transfer Form. Lateral Transfer Request Forms received without a position number will not be processed.
- DMHAS employees who are promotional/demotional candidates** must submit the State of Connecticut Application for Examination and Employment (CT-HR-12). The position number must be noted at the bottom of Page One of the State of Connecticut Application (CT-HR-12).
- All other applicants** must complete a State Employment Application for Examination and Employment (CT-HR-12). Resumes and Curriculum Vitae can be provided as supplemental information but will only be accepted if attached to a fully completed application. All applicants must submit three (3) letters of supervisory reference and their two most recent performance appraisals.

PLEASE SEND APPLICATIONS TO:
Southwest Connecticut Mental Health System
Human Resources, 1635 Central Avenue, Bridgeport CT 06610
Fax: (203) 551-7674
Email: SWCMHS.recruit@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.